

**MINUTES OF BOARD OF DIRECTORS MEETING
CLIFTON WATER DISTRICT
THURSDAY, FEBRUARY 2, 2017**

BOARD MEMBERS PRESENT: Dale Peck, Chairman; Stan Sparks: Vice-Chair; Melvin Diffendaffer, Secretary; Doralyn Genova, Treasurer; Edward Dan McElley, Director

STAFF MEMBERS PRESENT: Dale Tooker; David Reinertsen; Bret Guillory; Angie Beebe; Brian Sheley

GUEST: Jamie Hamilton, Home Loan and Investment Company

REGULAR MEETING

Chairman Peck called the February 2, 2017 Regular Meeting to order at 5:02 p.m.

MINUTES OF THE JANUARY 5, 2017 REGULAR MEETING

Director Genova moved to approve the January 5, 2017 Regular Meeting Minutes as submitted. Director McElley seconded and the motion passed unanimously.

FINANCIAL REPORT AND ACCOUNTS PAYABLE

Director Genova moved to accept the Financial Report and Approve Accounts Payable Regular Checks of \$102,087.81, plus Supplemental Checks of \$93,361.15, plus Benefits Checks of \$17,852.16, plus HRA Disbursements of \$8,349.03, for a total of \$317,572.72, with the exceptions of check #34391 to Dirtworks Construction LLC and check #34392 to Eagles Nest Contracting which are scheduled for action under Unfinished Business. Accounting Technician Beebe pointed out the end of year financial disclaimer regarding 2016 values and amounts. Final adjustments will be made during the District's audit. Director Diffendaffer seconded and the motion passed unanimously.

2017 District Property and Liability and Workers Compensation Policy Review – The Chairman identified this item was moved from New Business to allow Mr. Hamilton to address items of interest from the District's 2017 policy renewals that were accepted at the January 5, 2017 Regular Board Meeting. Mr. Hamilton explained the recent premium increases associated with the Property and Liability coverages. The largest changes were observed in the coverages at the Water Treatment Plant and making sure that the contents of the Treatment Plant including the new MFUF equipment is adequately covered as contents verses being included in the Building coverage. Mr. Hamilton assured the Board that covering content value exclusive of the building value is a superior coverage and limits the District's exposure.

Mr. Hamilton exited the meeting at 5:30 p.m.

MANAGER'S REPORT

Manager Tooker identified that the number of Availability of Service accounts increased for the first time in several months. He also reported that the total number of new service taps sold for 2016 was 54 which compared to 77 sold in 2015.

INFORMATIONAL REPORTS

Assistant Manager Reinertsen reviewed the 2016 Drought Response Information Project (DRIP) Year in Review summary report of DRIP activities performed last year (*File 02-02-17, 2017 Informational Reports*). He also reviewed the 2017 planned activities, including the schedule of topics to be covered in the new DRIP Skills Workshops to be held monthly as a community information and education platform for various low impact water use practices.

Assistant Manager Guillory reviewed the Informational Report titled *In-House Engineering Design and Engineering Oversight* (*File 02-02-17, 2017 Informational Reports*). He identified the 2017 Water Line Replacement and Upgrade projects that will be designed in-house and the process that will be followed to get them to a construction bid ready status. Of the three projects identified in 2017, two will be designed, bid, and constructed in 2017, while the third will be design only, waterline upgrade on 32 Road from D to E Roads. The overall cost savings by performing the design in-house are estimated between \$35,000 and \$40,000.

EXPRESS AGENDA

Director Genova moved to approve the single Express Agenda item. Director Diffendaffer seconded the motion which passed unanimously. The Express Agenda item is as follows:

FY 2016 Audit Services – The Letter of Engagement for FY 2016 Audit Services was sent to Chadwick Steinkirchner, Davis & Co., P.C. and the onsite Audit is scheduled for March 6-10, 2017.

UNFINISHED BUSINESS

Project 2016-01 – F ½ Road Main Line Upgrade/Replacement Project – Assistant Manager Guillory reviewed the Substantial Completion Cost Summary Staff Report (*02-02-17 File, 2017 Staff Reports*) with the Board. Substantial completion project costs were identified and construction is 100% complete (excepting the final asphalt pavement repairs and sod replacement in front of Thunder Mountain Elementary School), totaling \$264,526.42. Substantial Final Payment has been advertised and there were no payment contest notices received. The project is considered substantially complete. Director Genova moved to authorize Substantial Final Payment in the amount of \$22,500.00, with the remaining retainage amount of \$3,535.00 to be released upon completion of outstanding items. Director Sparks seconded the motion which passed unanimously.

Project 2016-02 – 34 Road Main Line Upgrade/Replacement Project – Assistant Manager Guillory reviewed the Final Cost Summary Staff Report (*02-02-17 File, 2017 Staff Reports*) with the Board. Final project costs were identified and construction is 100% complete, totaling

\$202,797.19. Final Payment has been advertised and there were no payment contest notices received. The project is considered final and complete. Director Genova moved to authorize Final Payment of the withheld retainage and final quantity cost of \$22,478.90. Director McElley seconded and the motion passed.

NEW BUSINESS

Project 2017-01 Water Treatment Plant Manifold Project – Assistant Manager Guillory reviewed the Staff Report (*File 02-02-16, 2017 Staff Reports*) with the Board regarding design status of the next phase of the Water Treatment Plant Manifold Project. Director Diffendaffer moved to authorize Staff to begin the construction bid process with a Public Bid Opening date of March 1, 2017, with contract award being made at the March 2, 2017 Regular Board Meeting. Director Genova seconded the motion which passed unanimously.

Request from Dahl Built Homes for Relief of Plant Investment Fee Increase – Assistant Manager Reinertsen reviewed the Staff Report (*File 02-02-16, 2017 Staff Reports*) with the Board regarding the Plant Investment Fee increase relief request from Mr. Greg Dahl of Dahl Built Homes. Director Sparks moved to deny the request for relief from the recent Plant Investment Increase. Director McElley seconded and the motion passed unanimously.

District Reserves Investments – Manger Tooker presented a comparison table/graph showing District Investment growth and status over the period January 2006 through December 2016. He reported that with the recent interest rate increases in 5-year Government Rated investments, he would be moving funds held in the District’s liquid accounts to the higher interest rate investments. The District’s liquid accounts are receiving approximately a 0.2% interest rate whereas the 5-year Government investments are 2.0 to 2.5%. This was informational only and no Board action requested or required at this time.

ADJOURNMENT

The meeting was adjourned at 6:46 p.m. by the Chairman.

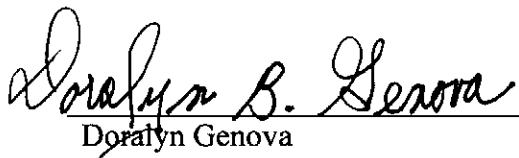
ATTEST:




Dale Peck



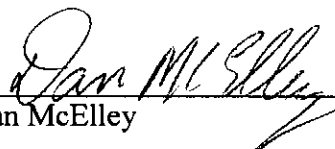
Stan Sparks



Doralyn Genova



Melvin Diffendaffer



Dan McElley